

**STATE OF GEORGIA
COUNTY OF FULTON
CITY OF SOUTH FULTON**

RESOLUTION NO. 2017-023

**A RESOLUTION REGARDING STANDARDS FOR ISSUING
PROCLAMATIONS AND LETTERS OF COMMENDATION**

WHEREAS, the City of South Fulton (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, from time to time, the City Council and Mayor will request that the City issue proclamations or letters of commendation regarding various matters occurring in the City; and

WHEREAS, the City Council seeks to establish some guidelines for the introduction or passage of such proclamations or letters.

BE IT HEREBY RESOLVED by the City Council of the City of South Fulton that:

It is the policy of the City of South Fulton to have consistent guidelines regarding City ceremonial documents. Ceremonial documents include letters and proclamations. A City Proclamation is an official announcement and/or public declaration issued from the Mayor’s Office or the City. Proclamations are ceremonial and do not carry any legislative or legal value. Additional guidelines are as follows:

1. Letters of welcome will be issued for the following:
 - a. Conferences;
 - b. Seminars;
 - c. Family reunions held in the City of South Fulton;
 - d. Class reunions for schools and institutions that are located in the City of South Fulton; and
 - e. International dignitaries.
2. Letters of congratulation or celebration will be issued for the following:
 - a. Professional celebrations;
 - b. Religious anniversaries and celebrations;
 - c. Significant milestone birthdays (16, 21, 20, 40, 50, etc.);
 - d. Significant milestone anniversaries (10, 25, 50, etc.);
 - e. Sports achievement;
 - f. Retirements; and
 - g. Heroism.

3. A photograph of the Mayor or City Councilmember(s) will only be issued for souvenir publications upon request.

4. Proclamations.

a. Proclamations are ceremonial documents signed by the Mayor and City Council, where appropriate, and issued for:

- i. Public awareness;
- ii. Arts and cultural celebrations; and
- iii. Special honors (on the recommendation of the Mayor).

b. Proclamations will not be issued for:

- i. Matters of political controversy, ideological or religious beliefs, or individual conviction;
- ii. Events or organizations with no direct relationship to the City of South Fulton;
- iii. Campaigns or events contrary to City policies; or
- iv. Proclamations affecting an individual and not a broad group of people; the City will not issue proclamations for individuals. Depending on the occasion or event, individuals may receive a Certificate of Recognition or Congratulatory.

c. An organization may request only one proclamation annually. More than one cause can be proclaimed simultaneously.

d. An organization does not have exclusive rights to the day, week or month of their proclamation.

e. A Certificate of Recognition or Congratulatory letter is an alternative where proclamation criteria are not met.

5. Making Proclamation Requests.

a. A proclamation may be requested by any City of South Fulton resident.

b. All requests must be made in writing. Requests may be mailed, faxed, hand-delivered to the City Clerk, or sent by email to an address designated by the City to receive proclamation requests. Mailed or faxed proclamation requests should be verified by calling the Office of City Clerk to confirm receipt.

c. Requests should be made at least ten business days in advance of the date the document is needed. The exception to this rule is condolence requests which should be made as soon as possible after a person's passing.

d. Requests should include:

- i. A contact person's first and last name, address, and telephone number;
- ii. A brief summary and/or background of the event or organization;
- iii. The name and date (s) of the day, week, month or event to be proclaimed;
- iv. If the event is annual, please include the number (ex. 10th Annual Fun Run);
- v. Provide the date, location and theme if one exists;
- vi. Draft text for the proclamation, including 4-6 "whereas" clauses; and
- vii. An indication of when the proclamation is needed, and whether the proclamation it should be mailed or will be picked up.

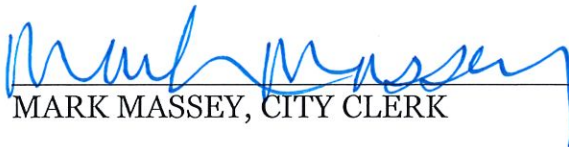
The foregoing Resolution No. **2017-023** adopted on **August 8, 2017** was offered by Councilmember **Willis**, who moved its approval. The motion was seconded by Councilmember **Gumbs**, and being put to a vote, the result was as follows:

	AYE	NAY
William "Bill" Edwards, Mayor	_____	_____
Catherine Foster Rowell, Mayor Pro Tem	_____✓_____	_____
Carmalitha Lizandra Gumbs	_____✓_____	_____
Helen Zenobia Willis	_____✓_____	_____
Gertrude Naeema Gilyard	_____✓_____	_____
Rosie Jackson	_____✓_____	_____
khalid kamau	_____✓_____	_____
Mark Baker	_____✓_____	_____

THIS RESOLUTION adopted this 8th day of August 2017. CITY OF
SOUTH FULTON, GEORGIA

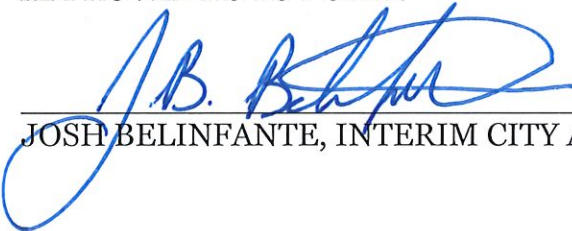

WILLIAM "BILL" EDWARDS, MAYOR

ATTEST:


MARK MASSEY, CITY CLERK



APPROVED AS TO FORM:


JOSH BELINFANTE, INTERIM CITY ATTORNEY